



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## POSTAL TECHNICIAN III

Job Number: 20001634

Job Code: 90720V161016

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 10/16/1999

Job Revised: 10/16/2016

Grade: 11 Salary (MIN - MID):

\$13,581-\$17,990 - Hourly

\$2,206.92-\$2,923.38 - 37.5 Hr. Monthly Salary

\$2,354.04-\$3,118.28 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

May serve as first-line supervisor over postal service employees and/or oversees postal service area in absence of supervisor; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

High school graduate.

#### **EXPERIENCE:**

Must have four years of postal experience.

#### **Substitute EDUCATION for EXPERIENCE:**

Additional education will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. (<http://transportation.ky.gov/driver-licensing/>)

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the work of Postal Services employees. Supervises assigned postal operations in the absence of supervisor. Evaluates job performance of work group and assists in conducting performance evaluations of individuals of that group. Maintains time and attendance records. Handles requests for additional mail stops. Periodically updates contact list of current customers. Performs non-routine duties in operating postal equipment (inserts, presort bursting, trimming, folding, labeling and electronic postage meters). Sets up equipment for various types of jobs, maintains operator awareness of maintenance responsibilities, makes adjustments and performs minor repair should malfunctions occur. Alerts supervisor for service when needed. Assists in metering. Prepares mail for processing. Checks account numbers for accuracy, proper classification of mail, affixes proper amount of postage using a remote electronic accounting system, getting mail ready for pickup or delivery to United States Post Office. Sorts messenger mail and United States Post Office mail to agencies. Completes assigned mail runs, doing pickup and delivery and sorting mail on runs. Answers questions on mail runs to agencies outside of office on correct procedures for mail preparation and other related materials and information. Trains new employees on mail runs. Accountable for handling checks, I. D. cards and other sensitive client-related documents. Completes job tickets, meter log (book) and other forms as necessary. Provides information to agencies outside of office on correct procedures for mail processing based upon well-defined rules, regulations, methods, procedures and policies of the United States Post Office and departmental requirements. Trains new employees to operate postal machines and sort mail. Operates various office machines such as computer, fax machine, calculator and copiers. Performs various functions using mail management system, computing daily billing charges and monthly billing reports, Maintains United States Post Office forms and supplies.

**UNIQUE PHYSICAL REQUIREMENTS:**

Must have the ability to lift up to 70 pounds, move mail carts weighing up to 800 pounds, operate machinery which requires standing, walking and lifting above head.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title are required to travel daily to pick up and deliver mail.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*